

Wisborough Green Parish Council

Notice of Parish Council Meeting

To: All Members of the Parish Council

I hereby give notice that the Parish Council Meeting will be held in the Committee Room at the Village Hall on **Tuesday 16th April 2024 at 7.45 pm**. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Signed: *Louise Davies*, Parish Council Clerk

Dated: 11th April 2024

Links to supporting documents have been included but please also refer to the [Clerk's Report](#).

AGENDA

(The figure in brackets indicates the minutes allocated to the agenda item)

1. Apologies for Absence **(1)**
2. Declaration of interests by Members in matters on the Agenda for this meeting. To consider and agree any requests for Dispensation **(1)**
3. Minutes of the last Meeting: to approve the [Minutes](#) of the meeting held on Tuesday 19th March 2024 **(1)**
4. Minutes of the last Planning Committee Meeting: to approve the [Minutes](#) of the meeting held on Tuesday 2nd April 2024 **(1)**
5. District/County Councillor: To receive an update and seek clarification on any District/County related matters **(10)**
6. Public Questions: To receive, and act upon if considered necessary by Council, comments made by members of the public **(10)**
7. Report on on-going matters:
 - a. Pavilion Lease – update (Clerk) **(1)**
 - b. Dog Fouling – to consider if any further measures should be taken (Clerk) **(3)**
 - c. Public Toilets – update on transfer and future maintenance arrangements, and to approve Direct Debit payments for utility payments (Clerk) **(2)**
 - d. Village Hall Car Park – to reconsider shed location and agree expenditure to have parking spaces re-marked (Clerk) **(3)**
 - e. Clerk's Update: **(3)**
 - Wednesday 24th April at 7 pm with a presentation from the WSCC Records Office – to confirm refreshments and set up arrangements
 - Fire appliance access to Wyatt House
 - Playground – roundabout bearings
 - Any other matters since the publication of the Agenda
8. New Items for Discussion:
 - a. Traffic/Parking Concerns – to report resident's comments about the Cricketers crossroads and consider if any further action should be taken (SW) **(5)**

- b. Pavilion - to consider current condition and agree if action should be taken now due to delayed planning decision and likely fundraising / build timeframe (PD) **(15)**
 - c. Basketball Net Provision – to approve expenditure to have the existing structure painted or whether to obtain quotations to extend the surface and install a second goal unit (PD) **(5)**
 - d. Developer Engagement Policy – to review [current policy](#) and agree if any amendment should be made to bring in line with a [suggested policy](#) provided by the planning consultant (Clerk) **(5)**
 - e. Difficult Telephone Calls – to discuss and agree Council policy (Clerk) **(3)**
 - f. SDNPA - Renewable Energy Study – to agree if a response should be submitted (Clerk) **(5)**
9. Finance **(20)**
- a. [Bank Reconciliation](#) - to confirm year-end reconciliation for March (HT)
 - b. Accounts for Payment - to receive details and agree payment
 - c. Society of Local Council Clerks - to authorise expenditure for Clerk’s membership
 - d. Year-end Position – to receive [year-end accounts](#) and report to be presented at the Annual Parish Meeting and agree Reserve Transfers
 - e. [Fixed Asset Register](#) – to review and agree the register for year end March 2024
 - f. Internal Auditor’s Report for the year ended March 2024 – to receive the [year-end report](#) and [AGAR Report \(pg. 3\)](#); to note actions to be taken
 - g. To review and approve the assertions of the [Annual Governance Statement \(AGAR pg. 4\)](#) for 2023/24
 - h. To approve the [Accounting Statements \(AGAR pg. 5\)](#) for 2023/24 for submission to the external auditor
 - i. To approve the [Community Infrastructure Monitoring](#) report for year end March 2024
10. Correspondence: To comment, and where necessary, agree action for [correspondence and reports](#) received by the Parish Council **(3)**
11. Planning **(3)**:
- a. There are no planning applications to review.
 - b. [District Council Decisions](#): to receive details of the Planning Authority’s decisions.
 - c. Enforcement: to notify of any possible planning breaches or update on enquiries made by CDC.
12. Other Reports **(5)**:
- a. Village Hall (Clerk)
 - b. Village Green
 - Confirmation of work to the Green (AB)
 - Cricket net area and signs (Clerk)
 - c. Health & Safety - any concerns to report (All)
 - d. SDNPA Parishes Meeting on 13th March – attended by Dr Sutcliffe – [report circulated](#)
 - e. WSALC Clerk’s Forum on 15th April (Clerk)
13. Any Other Matters to Report (No decisions can be made on matters raised under this item. For notification only or inclusion on the next agenda.)
14. Date of Next Meeting:
- Annual Parish Meeting - Wednesday 24th April 2024 at 7.00 pm
 - Planning Committee - Tuesday 7th May 2024 at 8.00 pm
 - Parish Council Annual Meeting - Tuesday 21st May 2024 at 7.45 pm